

DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES



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To: All TANF Cash Assistance Policy Manual & WoRC Guideline Holders

From: Melissa Faber, TANF Policy Specialist
Dana Meldrum, TANF Program Officer
Public Assistance Bureau, Central Office

Subject: TANF Cash Assistance Bulletin TB-48

Please place this bulletin at the beginning of the TANF Manual, Section 701-4 and Section 2.4 of the WoRC Guidelines.

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SECTION: Case Management
Participation Requirements

SUBJECT: WoRC Participation Documentation and Reconciliation
Excused Absences and Holidays

INTRODUCTION: Based on the Deficit Reduction Act (DRA) Final Rule, effective October 1, 2008, the use of excused absences by participants has changed.

POLICY CHANGES: Excused absences are now measured on an hourly basis and within a **preceding** 12 month period. A participant can receive up to 16 hours a month and no more than 80 hours in a preceding 12 month time period. Effective 10/1/08, this policy replaces the 10 excused absence days (eight hours per day) within a calendar or fiscal year.

If there is a break in TANF cash assistance for at least one month a new 12 month period will not start over.

TEAMS will display the number of excused absence hours that are reconciled and negotiated in the preceding 12-month period on the EMPS screen.

Example: A single mother misses five hours of WEX on August 29 due to a sick child. She will not be able to make these five hours up before months end. She comes in on September 2 with good cause verification. The case manager can then reconcile five hours of excused absence hours under the WEX component.

POLICY REMINDERS:

Limitations on the use of the excused absence days remain the same and the participants must meet the four criteria.

1. The participant **must have good cause**, as defined in section 2.3 of the WoRC Guidelines for not participating;
2. The participant may not use more than 16 hours in one month;
3. The participant may not exceed 80 hours in preceding 12-month period; and
4. The use of the excused absence days is limited to unpaid, allowable, scheduled work activities.

Policy on holiday hours will remain the same. Please refer to manual sections listed above for a complete list of state designated holidays.

UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE. UNTIL THAT TIME, USE THIS REMINDER AS A GUIDE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR WORC MONITOR OR REGIONAL POLICY SPECIALIST.

Thank you.